



**ZONING ADMINISTRATOR PERMIT  
STAFF REPORT  
MARCH 18, 2013**

**Project:** THINKTANK LEARNING (PLN2013-00127)

**Proposal:** To consider a Zoning Administrator Permit for an after school tutoring and college admission consulting center and for up to 12 high school age students.

**Recommendation:** Approve, based on findings and subject to conditions.

**Location:** 1964 Driscoll Road, in the Mission San Jose Community Plan Area.  
APN 525 023606400  
(See aerial photo next page)

**Area:** 1,806-square-foot tenant space within an existing 34,481-square-foot shopping center

**People:** Norman Ng, PhD, Applicant  
Peter Ko, AIA, Architect  
Ilin Shieh, Designer  
James Willis, Staff Planner (510) 494-4449; [jwillis@fremont.gov](mailto:jwillis@fremont.gov)

**Environmental Review:** This project is exempt from the California Environmental Quality Act (CEQA) per CEQA Guidelines Section 15301, Existing Facilities.

**General Plan:** Commercial – General

**Zoning:** C-N, Neighborhood Commercial

**EXECUTIVE SUMMARY:**

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The applicant is requesting approval of a Zoning Administrator Permit to allow an after school tutoring and college admission consulting center for up to 12 high school age students, within an existing 1,806-square-foot tenant space at a shopping center (Mission Ranch Shopping Center) located at 1964 Driscoll Road. The educational tutoring center would supplement the education provided by their students' regular public and private school institutions and provide college admissions services to students applying to higher education institutions. The proposed hours of operation are Monday through Thursday noon to 8 PM and on weekends from 9 AM to 7 PM. Staff recommends approval of the Zoning Administrator Permit based on findings and subject to the conditions of approval in Exhibit "B."



Figure 1: Aerial Photo (2009) of Project Site and Surrounding Area.



**SURROUNDING LAND USES:** North: Residential – Low  
 South: Residential – Medium  
 East: Residential – Low  
 West: Residential – Low

## **BACKGROUND AND PREVIOUS ACTIONS:**

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The subject site is located in the Mission Ranch Shopping Center, which was constructed in 1961 and contains 34,481 square feet of commercial space. Mission Ranch Shopping Center is anchored by a CVS drug store with various general retail and service uses. Each tenant space is individually owned as a commercial condominium and the overall site is managed by a property owner's association. In 2004, ThinkTank Learning opened a business in the shopping center at 1974 Driscoll Road. This project is proposed as non-adjacent expansion to the existing ThinkTank Learning which will remain at 1974 Driscoll Road.

## **PROJECT DESCRIPTION:**

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The applicant requests approval of a Zoning Administrator Permit to operate an after school tutoring and college admission consulting center called "ThinkTank Learning" for up to 12 high school age students. The business currently occupies 2,050 square feet at 1974 Driscoll Road and would expand to occupy a non-adjacent 1,806-square-foot tenant space at 1964 Driscoll Road within an existing 34,481-square-foot shopping center known as the Mission Ranch Shopping Center. The proposed ThinkTank Learning expansion will offer after school programs including test preparation and college admissions counseling that will be open to students between the ages of 14 and 18 seven days per week. The proposed hours of operation are Monday through Thursday noon to 8 PM and on weekends from 9 AM to 7 PM. The applicant proposes a staff consisting of one full time manager and a part time assistant manager. In addition, there would be up to an additional four service staff.

## **PROJECT ANALYSIS:**

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### ***General Plan Conformance:***

The existing General Plan land use designation for the project site is Commercial – General. The proposed project is consistent with the existing General Plan land use designation, which allows local service uses.

### ***Zoning Regulations:***

As set forth in Section 18.45.050 of the Fremont Municipal Code (FMC), schools and educational services not elsewhere classified are allowed in the existing C-N district subject to a Zoning Administrator Permit.

### ***Parking:***

The site contains 153 existing on-site parking spaces and the existing tenants are a mix of service and retail commercial uses, which require a total of 120 parking spaces. The proposed ThinkTank Learning expansion would require three parking spaces leaving 30 spaces in excess of the City's parking requirement at the Mission Ranch Shopping Center.

### ***Circulation:***

The project site has direct access from Driscoll Road and Paseo Padre Parkway, which are arterial streets with full street improvements along the project site's frontages. The on-site parking lot is located in front of the shopping center and is accessed from two driveways and one additional driveway shared with a gas station along the site's Paseo Padre Parkway frontage. There are two driveways and one

shared driveway along the Driscoll Road frontage. The site is also bordered by Harrington Street where there are two driveways. No site modifications are proposed.

***Environmental Review:***

This project is exempt from the California Environmental Quality Act (CEQA) per CEQA Guidelines Section 15301, Existing Facilities.

**PUBLIC NOTICE AND COMMENT:**

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Public hearing notification is applicable. A total of 71 notices were mailed to owners and occupants of property within 300 feet of the site. The notices to owners and occupants were mailed on March 7, 2013. A Public Hearing Notice was published by *The Argus* on March 9, 2013.

**ENCLOSURES:**

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***Exhibits:***

- Exhibit "A" [Site Plan, Floor Plan and Elevations](#)
- Exhibit "B" [Findings and Conditions](#)

***Informational Items:***

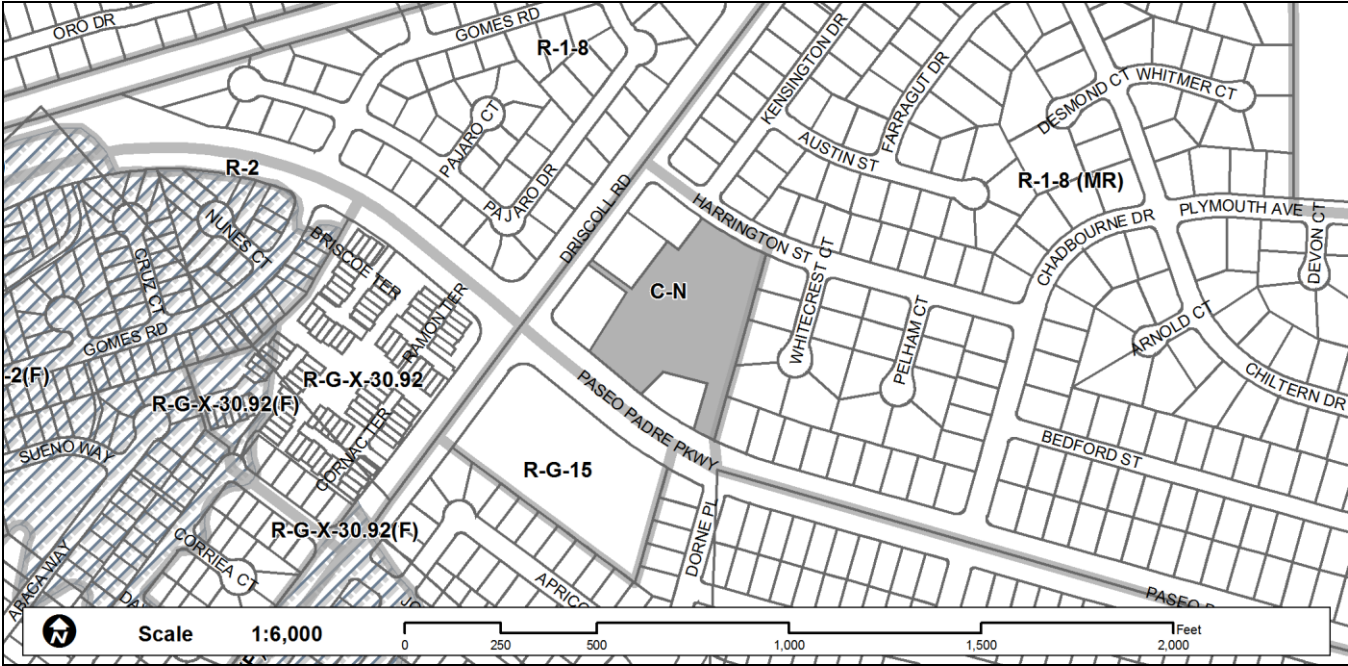
- Informational 1 [Statement of Operations](#)

**RECOMMENDATION:**

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1. Hold public hearing.
2. Find that the project is categorically exempt from the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15301 because it is within an existing building and only interior modifications are proposed.
3. Find PLN2013-00127, a Zoning Administrator Permit for an educational tutoring and college admission consulting center, is in conformance with the relevant provisions contained in the City's existing General Plan.
4. Approve PLN2013-00127, as shown on Exhibit "A," subject to findings and conditions in Exhibit "B."

# **Existing Zoning** Shaded Area represents the Project Site



# **Existing General Plan** Shaded Area represents the Project Site

